

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

11005X CHG²⁷

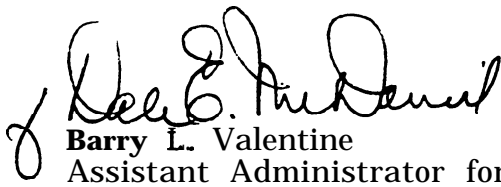
6/21/94

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change restructures the ~~configuration~~ of the Resource Management Service and transfers a function from the Engineering, Test, and Evaluation Service. This change:
 - a. Abolishes the Information Resource Management Division and the Management Systems Division.
 - b. Establishes the Information Technology and Services Division in the Resource Management Service. The new division will perform the functions previously assigned to the two divisions that are abolished.
 - c. Transfers the responsibility for radio frequencies utilization from the R&D Aircraft and Range Facilities Division in the Engineering, Test, and Evaluation Service to the newly established Information Technology and Services Division in the Resource Management Service.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

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CHAPTER 16. FAA TECHNICAL CENTER

FAA TECHNICAL CENTER

6/21/94

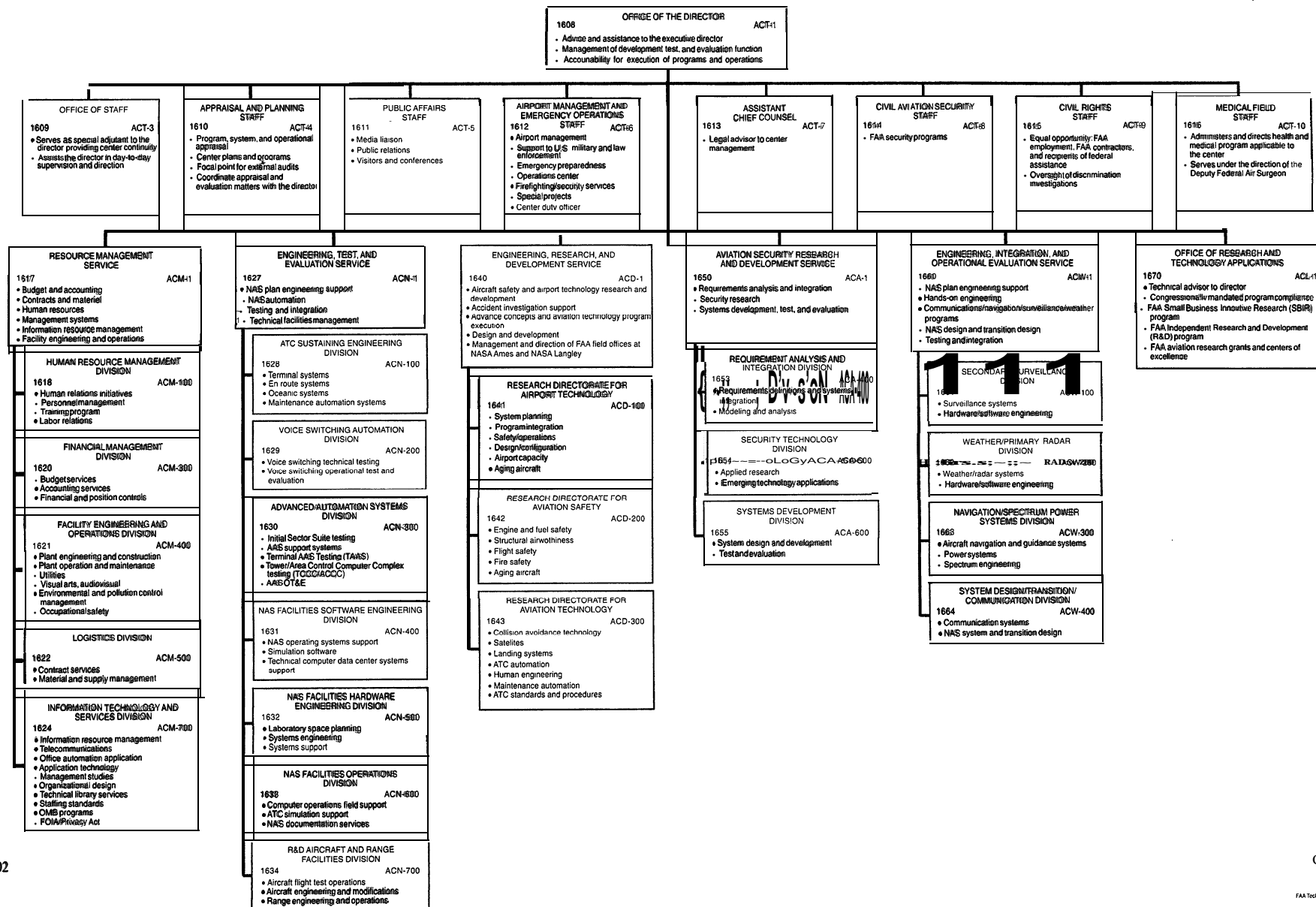


FIGURE 16-1. FUNCTIONAL ORGANIZATION CHART

1618. HUMAN RESOURCE MANAGEMENT DIVISION.

a. ~~Mission~~ Human Resource Management Division manages, coordinates, integrates, and provides the full range of human resource management (**HRM**) services by combining traditional personnel functions with human resource planning, development, and utilization; emphasizes the motivation and development of the individual employee and the performance and productivity of the FAA Technical Center; and serves as liaison between the Director, FAA Technical Center, and the center's medical program.

b. Functions. The Human Resource Management Division:

(1) Manages the interrelated service areas of human resource planning and forecasting, organizational development, staffing and position management, employee and labor relations, human resource development, and employee services at the operational, managerial, and strategic levels.

(2) Collaborates with and represents the Director, FAA Technical Center, and other management officials in all matters relating to human resource management.

(3) Implements FAA's established **HRM** policies and assures compliance with statutory and regulatory requirements and internal **policies** and program standards.

(4) Reviews and evaluates all phases of **HRM** services and activities across formal organizational lines.

(5) Provides leadership for **HRM** systems change.

(6) Promotes and participates in the equal opportunity program by assuring that all **HRM** and procedural actions taken are consistent with agency equal employment opportunity goals and objectives.

(7) Manages the center's annual Combined Federal Campaign, U.S. Savings Bond Drive, Blood Donor Program, oversight of a Day Care Center, and other special emphasis volunteer programs at the center.

***1619. WITHDRAWN - CHG 27.**

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1622. LOGISTICS DIVISION.

a. Mission. The Logistics Division manages and provides services in procurement; acquires, stores, and issues materials and supplies; and administers related programs and controls including all personal property.

b. Functions. The Logistics Division:

(1) Plans, directs, and coordinates the overall program of contract award and ~~administra-~~
~~tion~~ for the procurement of **personal** property, research, test and evaluation, utilities, and facility services in support of all organizations, programs, and the physical plant.

(2) Ensures compliance with contractual specifications and promotes ~~Governmentwide~~
assistance programs concerned with small business, labor surplus, and equal employment opportunity.

(3) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of center contracts. Assists the Office of Accounting in developing responses to protests relating to center procurement actions that are addressed to DOT officials at headquarters, received ~~from~~ Congressional sources, or lodged with the General Accounting Office.

(4) Evaluates supply systems and procedures providing subject matters expertise toward the elimination, modification, or expansion of new and existing programs.

(5) Plans, directs, and coordinates the overall program for the accountability, provisioning, utilization, and disposal of materiel and Government-furnished property.

(6) Plans, directs, and coordinates supply activities.

***1623.** WITHDRAWN - CHG 27.

***1624.** INFORMATION TECHNOLOGY AND SERVICES DIVISION.

a. ~~Mission~~ Information Technology and **Services** Division manages and directs the **FAA** Technical Center present and future office automation of and information technologies requirements; provides for the development and/or participation in local and national management systems, including software development and participation in agency management information systems (MIS) endeavors; provides management and oversight of matters related to the FAA Technical Center information resource management program; manages and directs the telecommunication and radio **frequency** services for the FAA Technical Center; manages and directs the FAA management analysis and study program for the FAA Technical Center; provides oversight, direction, and supporting ~~services~~ for organizational management, regulatory paperwork management, and Office of Management and Budget programs; manages the Freedom of Information and Privacy Act programs; manages and operates the technical library and National Airspace System (**NAS**) Documentation Facility; manages, operates, maintains, and/or monitors contract operation of various administrative support facilities.

b. Functions. The Information Technology and Services Division:

(1) Develops FAA Technical Center strategic and operational plans and ensures the FAA Technical Center's Information Resource Management (**IRM**) program and plans are in alignment with, and support, FAA corporate mission/business goals and information technology **infrastructure**. These plans should review needs and opportunities to improve and streamline FAA Technical Center operations through the application of information technology.

(2) Serves as the FAA Technical Center focal point for all **IRM** activities to ensure the appropriate allocation, utilization, and management of **IRM** resources and, as such develops necessary policies, systems, and procedures regarding the FAA Technical Center's information management and automation programs.

(3) Coordinates, reviews, and approves Federal Information Processing (**FIP**) resources acquisitions for the FAA Technical Center and ensures compliance with **IRM** laws and regulations as well as the Office of the Secretary of Transportation and FAA implementing orders and acts as liaisons with the requesting FAA Technical Center, contracting, and the Washington headquarters customers.

* (4) Provides the primary FAA Technical Center interface, through the Executive Director for System Development with agency, departmental, and contractual offices for development and implementation of various local and national information resource management programs and management information systems.

(5) Provides computer systems analysis and **programming** support of FAA Technical Center administrative management and management information retrieval; and manages and directs configuration of management information computer systems. *

‡ (6) Plans and designs systems to prevent unauthorized intrusion with Federal information processing (FIP) systems software/hardware design, in accordance with the Automated Information System (AIS) security guidelines.

(7) Plans and develops office automation procedures and implementation processes.

(8) Performs development and administration of systems and procedures for the management planning processes related to financial facility, and personnel resources which are required to accomplish objectives.

(9) Develops information management and processing training requirements for the FAA Technical Center community which include mainframe computers, microcomputers, local area networks (LAN), wide area networks, personal computer workstations, and data communications.

(10) Manages and provides services for the FTS 2000 telecommunications network for the FAA Technical Center.

(11) Performs as Contracting Officers Technical Representative (COTR) for FIP support services such as, telecommunications, software development and maintenance services, office automation, and end user support operations.

(12) Performs Spectrum Management Officer duties for the FAA Technical Center. This includes the assignment and utilization of radio frequencies (RF) at the FAA Technical Center; obtaining authorization for experimental and operational frequencies for local users; and evaluating user applications for use of RF radiating systems and equipments.

(13) Serves as principal element of the FAA Technical Center with respect to: organization and procedures; management systems; staffing standards; directives and delegation of authority; regulatory paperwork management programs; library services; management and productivity improvement.

(14) Plans and conducts an FAA Technical Center program for management studies including a specialized organizational management staff assistance.

(15) Provides strategic oversight of the Office of Management and Budget (OMB) initiatives.

(16) Operates and maintains the technical library providing technical information, automation, technology transfer, and a technical reference information center.

(17) Implements the Privacy Act and Freedom of Information Act programs for the FAA Technical Center.

(18) Operates and maintains the centralized repository and distribution point within the agency for all NAS related documentation. ‡

* (19) Manages, provides services, and/or monitors contract operation of printing, distribution, and the mail room.

(20) Manages the FAA Technical Center's in-house and commercial exchange and repair of microcomputer hardware and peripheral equipment.

(21) Provides for the planning, procurement, calibration, acquisition, repair, and management of the FAA Technical Center's electronic test equipment. *

~~1625.4626.~~ RESERVED.

1634. R&D AIRCRAFT AND RANGE FACILITIES DIVISION.

- a. Mission. The R&D Aircraft and Range Facilities Division manages, modifies, and operates the research and development aircraft laboratories, range, and **VOR** technical facilities at the FAA Technical Center.
- b. Functions. The R&D Aircraft and Range Facilities Division:
- (1) Plans, schedules, and conducts aircraft flight test operations in support of R&D programs.
 - (2) Designs, approves, fabricates, and installs aircraft modifications required for R&D programs.
 - (3) Provides required line support for aircraft.
 - (4) Provides precision space positioning range facilities including engineering, analysis, operations, and maintenance functions.
 - (5) Withdrawn - **CHG 27.** *
 - (6) Manages, modifies, and operates experimental **VOR** facilities.
 - (7) Serves as Contracting Officer's Technical Representative for aircraft modernization and range operations.

1635.1639. RESERVED.

